



# Punjab Government Gazette

## EXTRAORDINARY

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**GOVERNMENT OF PUNJAB**  
DEPARTMENT OF WATER RESOURCES  
**NOTIFICATION**  
The 21st April, 2025

**No.17/10/2024-3IP3/164.-**

1.0 The process of approval of GAD of Bridges, Design of Head Regulator / Cross Regulator, Vetting of gas pipeline and Vetting of DPR of Mini Hydel Project (MHP) at Head Office level involves checking at various levels in different offices. In order to streamline the process of approval/vetting of works detailed above SOP/ Timeline and check list of documents (attached as Annexure-1) have been adopted by the Department vide order no. 2985/DWS/22, dated. 01-12-2022.

Sd/-  
**KRISHAN KUMAR, IAS**  
Principal Secretary Water Resources.

**Proposed Timeline for Design of Bridges****Annexure-1**

Sr. No	Work Description	Timeline	Remarks
1.	Concerned field office will apply through software.	T	The case shall be submitted as per checklist uploaded on website.
2.	Initial verification of application	T+1 Day = T1	
3.	Office of CE/DWS will examine the case & get any remaining requisite data from concerned field staff.	T1+3 Day = T2	
4.	Supply of information requested as in Sr.No.3 above by the field staff.	T2+2 Day = T3	
5.	Processing of data and design of structure by ADE and preparation of drawing by draftsman	T3+5 Day = T4	
6.	Checking of design and drawing by Xen	T4+3 Day= T5	
7.	Checking of drawing and design by Director	T5+1 Day= T6	
9.	Checking by Chief Engineer and Final Drawing issued by O/o CE/DWS.	T6+1 Day = T7	

Note: Total No. of days proposed for design of bridges in proposed as 16 working days.

**Proposed timeline for Design of (Head Regulator/Cross Regulator)**

Sr. No	Work Description	Timeline	Remarks
1.	Concerned field office will apply through software.	T	The case shall be submitted as per checklist uploaded on website.
2.	Initial verification of application	T+1 Day = T1	
3.	Office of CE/DWS will examine the case & get any remaining requisite data from concerned field staff.	T1+3 Day = T2	
4.	Supply of information requested as in Sr.No.3 above by the field staff.	T2+2 Day = T3	
5.	Processing of data and design of structure by ADE and preparation of drawing by draftsman	T3+5 Day = T4	
6.	Checking of design and drawing by Xen	T4+3 Day= T5	
7.	Checking of drawing and design by Director	T5+1 Day= T6	
8.	Checking by Chief Engineer and Final Drawing issued by O/o CE/DWS.	T6+1 Day = T7	

Note: Total No. of days proposed for design of (Head Regulator/Cross Regulator) in proposed as 16 working days.

**Proposed timeline for vetting of DPR of Mini Hydel Project (MHP)**

Sr. No	Work Description	Timeline	Remarks
1.	Concerned applicant will apply through software along with all documents as per checklist attached.	T	The case shall be submitted as per checklist uploaded on website.
2.	Initial verification of application	T+1 Day = T1	
3.	Office of CE/DWS will examine the case & get any remaining requisite data from concerned field staff.	T1+3 Day = T2	
4.	Supply of information requested as in Sr.No.3 above by the field staff.	T2+2 Day = T3	
5.	Processing of data by ADE and checking of drawing by draftsman (All required data should be provided collectively)	T3+4 Day = T4	
6.	Checking of design and drawing by Xen	T4+3 Day= T5	
7.	Checking of drawing and design by Director	T5+1 Day= T6	
8.	Checking by Chief Engineer and Final Drawing issued by O/o CE/DWS.	T6+1 Day = T7	

Note: Total No. of days proposed for vetting of DPR of MHP is proposed as 15 working days.

**Process for Re-Engineering Committee (PRC) Recommendation****Sub:- New WRD portal of Design Water System Cases for dealing external NOC's.****Annexure-A**

Sr. No.	Proposed Procedure	TIMELINE (WORKING DAYS)
1	<p>Applicant will fill the form on online portal which includes all his personal details like name, mobile no., email id, address, district, sub-district, pin code, adhaar number, pan number, company (whether Private or Government), Name of Canal, approx RD of canal, Purpose of Project, Username, Password etc. and will choose nature of work from the following:-</p> <ol style="list-style-type: none"> <li>1. Hydraulic vetting of GAD across canal/river/ drain/ <b>(Full and final payment as per current policy will be done with the application)</b></li> <li>2. Laying of gas pipeline.</li> <li>3. Setting of mini Hydel Plant (In Principle Approval)</li> </ol> <p>Applicant ID will be created.</p>	T
2.	An application will be received in ID of XEN/DWS. He will accept or reject it. After accepting he will send the case to concerned Executive Engineer and intimation to Senior Design Engineer (SDE) and Assistant Design Engineer (ADE) concerned in DWS office through new online portal.	T1=T+1
3.	Concerned Executive Engineer will scrutinize the case with the help of Nodal officer. A Nodal officer shall be appointed in each divisional office for this work, who along with Executive Engineer will be responsible for timely submission of data for the entire division. Executive Engineer will check the case and completes the checklist and provide complete data to Concerned SDE on new online portal, only after getting the approval of superintending Engineer on E-officer file .	T2=T1+7
4.	Concerned Senior Design Engineer (SDE) will check the data provided by Executive Engineer and will ensure the data provided by field office is as per the template of GAD will be automatically sent to Applicant for reference.	T3=T2+1

Note: Total number of days for providing technical data to Applicant is proposed as 9 working days.

**Process for Re-Engineering Committee (PRC) Recommendation****Sub:- New WRD portal of Design Water System Cases for dealing external NOC's.****Annexure-B**

Sr. No.	Proposed Procedure	TIMELINE (WORKING DAYS)
1	Applicant will upload GAD or Fit in proposal for the project to ADE concerned.	T1
2.	ADE will check the GAD as per predefined technical parameters and send it to concerned SDE.	T2=T3+3
3.	SDE will ensure that a thorough study is done by ADE checks that GAD fulfils all requirements and Guidelines of DWS and forward it to concerned Director on new online portal.	T4=T5+2
4.	Director will study the case, adds his comments and send it for final approval to Chief Engineer/DWS.	T6=T7+1
5.	Chief Engineer/Design Water System will do a formal check and approve the drawing. System Generated NOC and Digitally signed GAD will be issued to Applicant. Copy of the Sanctioned will be made available in ID's of all Concerned officers.  <b>(Note: NOC for Gas Pipeline will be issued only after Full and Final payment done by Applicant as per Current Policy which will be informed to applicant on Applicant's ID only after approval of CE/DWS)</b>	T8=T7+1

Note: Total number of days for **giving NOC to Applicant** is proposed as 7 working days.

**LIST OF DOCUMENTS REQUIRED FOR APPROVAL OF GADs OF BRIDGES ACROSS CANALS**

<b>Data Required</b>	<b>Data to be provided by</b>	
	<b>Applicant</b>	<b>Field Office</b>
<b>Name of Canal</b>	✓	✓
<b>Reason for remodeling/reconstruction/new construction</b>	✓	-
<b>Feasibility of proposed project at site</b>	-	✓
<b>Sub-Division</b>	✓	✓
<b>RD of Crossing (Proposed Location)</b>	✓ For identification provide RD (if available), Landmark, nearby village, Google co-ordinates.	✓
<b>Angle of Crossing</b>	✓	-
<b>Carriage Way Width</b>	✓	-
<b>Approved drawings of existing structure showing the following details</b>	Design Discharge Total Waterway No. of Spans Span Length Type of Foundation Foundation Level Existing Road Level	<ul style="list-style-type: none"> <li>to be submitted by applicant agency if previous work constructed by them or other department except for department of Water Resources, Punjab.</li> <li>to be provided by field office in case of structure constructed by own department</li> <li>in absence of drawings of existing structure, submit duly attested sketch showing all parameters given in column (i)</li> </ul>
<b>Approved L-Section of Canal showing the following details</b>	Design Discharge as per L-Section Full Supply Level Designed Bed Level Designed Bed Width Water surface Slope Side Slope Free Board Design Velocity Lined/Unlined	
<b>Site Plan</b>		<ul style="list-style-type: none"> <li>to be verified by field office</li> <li>also should show any nearby existing structure U/s or D/s or proposed structure along with its alignment w.r.t. centerline</li> </ul>

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<b>Existing Cross Sections (at proposed RD, 100 ft U/s &amp; D/s)</b>	Existing Bed Width	<ul style="list-style-type: none"> <li>• Should show continuity of Banks.</li> </ul>	✓
	Existing Bed level		
	NSL (Left and Right)		
	Mouth opening of canal.		
<b>General Arrangement Drawings</b>		<ul style="list-style-type: none"> <li>• As per template attached</li> </ul>	

**\*\*Note:** Above data to be provided by field office after discussion/approval from Superintending Engineer in-charge.

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**LIST OF DOCUMENTS REQUIRED FOR APPROVAL OF GADs OF BRIDGES  
ACROSS DRAINS/RIVERS**

<b>Data Required</b>	<b>Data to be provided by</b>	
	<b>Applicant</b>	<b>Field Office</b>
<b>Name of River/Drain</b>	✓	✓
<b>Reason for remodeling/reconstruction/new construction</b>	✓	-
<b>Feasibility of proposed project at site</b>	-	✓
<b>Sub-Division</b>	✓	✓
<b>RD of Crossing</b>	✓	✓
<b>Angle of Crossing</b>	✓	✓
<b>Carriage Way Width</b>	✓	-
<b>Approved drawings of existing structure showing the following details</b>	Design Discharge Total Waterway No. of Spans Span Length Type of Foundation Foundation Level Existing Road Level	<ul style="list-style-type: none"> <li>• to be submitted by applicant agency if previous work constructed by them or other department except for department of Water Resources, Punjab.</li> <li>• to be provided by field office in case of structure constructed by own department</li> <li>• in absence of drawings of existing structure, submit duly attested sketch showing all parameters given in column (i)</li> </ul>
<b>Approved L-Section of Drain/River showing the following details</b>	Design Discharge (5yr R/p, 25yr R/p, 50yr R/p, 100yr _____) R/p for which design is to be done) Full Supply Level Designed Bed Level Designed Bed Width Bed Slope Side Slope Design Velocity	<ul style="list-style-type: none"> <li>• In absence of approved L-Section, approved capacity statement of the drain/river or approved I-Section of River Embankments Having HFL marked</li> <li>• Recommendation for design discharge</li> </ul>

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<b>Site Plan</b>		<ul style="list-style-type: none"> <li>• to be verified by field office</li> <li>• also should show any nearby existing structure U/s or D/s or proposed structure along with its alignment w.r.t. centerline</li> </ul>					
<b>Existing Cross Sections (at proposed RD, 100 ft U/s &amp; D/s and 250 ft U/s &amp; D/s) Hydraulic calculations</b>	<table border="1"> <tr><td>Existing Bed Width</td></tr> <tr><td>Existing Bed level</td></tr> <tr><td>NSL (Left and Right)</td></tr> <tr><td>Observed HFL and date of observation</td></tr> <tr><td>Distance b/w left and Right Bank</td></tr> </table>	Existing Bed Width	Existing Bed level	NSL (Left and Right)	Observed HFL and date of observation	Distance b/w left and Right Bank	✓
Existing Bed Width							
Existing Bed level							
NSL (Left and Right)							
Observed HFL and date of observation							
Distance b/w left and Right Bank							
<b>General Arrangement Drawings</b>	<ul style="list-style-type: none"> <li>• As per template attached</li> </ul>						

**\*\*Note:** All data to be provided by field office shall be recommended by Superintending Engineer in-charge.

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**LIST OF DOCUMENTS REQUIRED FOR DESIGN/VETTING OF CROSS/HEAD REGULATORS  
ACROSS CANALS**

Name of Canal		Remarks
<b>Sub-Division</b>		
<b>RD of Regulator</b>		
<b>Type of Regulator</b>	Cross/Head Regulator	
<b>Bridge Requirement</b>	Foot bridge required/Road bridge width etc.	
<b>FSL of U/s Channel (Parent Channel )</b>		
<b>FSL of D/s Channel (Parent Channel/ offtake Channel )</b>		
<b>Ponding Level</b>	If required.	
<b>Angle of offtake channel</b>	If Required.	
<b>Specific Requirements:-</b>	Such as size of gates or No. of gates or flow pattern needed.	
<b>Existing structure, if any (In absence of approved drawings provide detailed survey/ sketch having all parameters shown in next column)</b>	Approved Drawings Design Discharge Total Waterway No. of Spans Span Length Type of Foundation Foundation Level Existing Road Level Reason for remodeling/Re-construction	Duly Signed by concerned J.E.,S.D.O.& XEN
<b>Approved L-Section of Parent Channel &amp; offtake Channel</b>	Design Discharge Full Supply Level Designed Bed Level Designed Bed Width Bed Slope Design Velocity Side Slope	Duly Signed by concerned J.E.,S.D.O.& XEN
<b>Site Plan</b>		Duly Signed by concerned J.E.,S.D.O.& XEN
<b>Existing Cross Sections (at proposed RD, 100 ft U/s &amp; D/s and 250 ft U/s &amp; D/s)</b>	Existing Bed Width Existing Bed level NSL (Left and Right) Lined/ Unlined	
<b>SSWL &amp; NSL</b>		
<b>Bearing Capacity Report</b>	Top of Bore Hole Level Soil properties (such as N values, soil density, $\pi$ value etc) Silt Factor Soil Bearing Capacity calculation depending upon type of foundation i.e. shallow foundation or deep foundation)	

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**LIST OF DOCUMENTS REQUIRED FOR DESIGN/VETTING OF CROSS/HEAD REGULATORS  
ACROSS DRAINS/RIVERS**

Name of Drain/River	
<b>Sub-Division</b>	
<b>RD of Regulator</b>	
<b>Type of Regulator</b>	Cross/Head /Tail/Escape
<b>Bridge Requirement</b>	Foot bridge required/Road bridge width etc.
<b>HFL of U/s Drain/River</b>	
<b>HFL of D/s Drain/River</b>	
<b>Ponding Level</b>	If required.
<b>Specific Requirements:-</b>	Such as size of gates or No. of gates or flow pattern needed.
<b>Existing structure, if any (In absence of approved drawings provide detailed survey/ sketch having all parameters shown in next column)</b>	Approved Drawings Design Discharge Total Waterway No. of Spans Span Length Type of Foundation Foundation Level Existing Road Level Reason for remodeling/Re-construction
<b>Approved L-Section of Drain/River (In absence of approved L-sections , approved capacity statement of Drain/River or approved L-section of river embankments)</b>	Design Discharge Full Supply Level Designed Bed Level Designed Bed Width Bed Slope Design Velocity Side Slope
<b>Site Plan</b>	
<b>Existing Cross Sections (at proposed RD, 100 ft U/s &amp; D/s and 250 ft U/s &amp; D/s)</b>	Existing Bed Width Existing Bed level NSL (Left and Right) Lined/ Unlined
<b>SSWL &amp; NSL</b>	
<b>Bearing Capacity Report</b>	Top of Bore Hole Level Soil properties (such as N values, soil density, $\phi$ value etc) Silt Factor Soil Bearing Capacity calculation depending upon type of foundation i.e. shallow foundation or deep foundation)

**LIST OF DOCUMENTS REQUIRED FOR VETTING OF MHP ON CANALS.**

<b>Documents Required</b>	<b>Name of Canal.</b>	
	<b>Location</b>	
	<b>Sub-Division/ Division/ Circle</b>	
	<b>RD of Canal at proposed site of MHP.</b>	
	<b>General Arrangement Drawings &amp; key plan</b>	Showing details like- Horizontal distance of MHP from canal centre line, canal land boundary, angle of HRC and TRC w.r.t canal, plan depicting continuity of banks etc.
	<b>Affidavit by entity.</b>	Declaring- Structural responsibility, cost bearing to restore canal to design section, NOC from other concerned department.
	<b>Existing structure, if any</b>	Approved Drawings Design Discharge Total Waterway No. of Spans Span Length Type of Foundation Foundation Level Existing Road Level Reason for remodeling/Re-construction
	<b>Approved L-Section of Canal</b>	Copy of latest L-section duly signed by Field officers.
	<b>Existing Cross Sections (at proposed RD, 100 ft U/s &amp; D/s and 250 ft U/s &amp; D/s)</b>	Existing Bed Width Existing Bed level NSL (Left and Right) FSL etc.
	<b>Preliminary report or Detail Project Report (DPR) as the case.</b>	In case of DPR Detail hydraulic calculation should be enclosed.
	<b>Photograph of proposed site</b>	

**LIST OF DOCUMENTS REQUIRED FOR ISSUE OF FIT IN PRINCIPAL  
APPROVAL FOR LAYING OF GAS PIPELINE ACROSS CANALS/DRAINS OF  
WATER RESOURCES DEPARTMENT,PUNJAB**

**Detailed X-section**

	Showing location of pipeline, depth of pipeline below bed of canal/drain, Bed level, Top of pipeline level, distance of proposed pipeline from canal boundary , Method of laying pipeline.
<b>Detailed site plan</b>	
<b>Format of Application</b>	
<b>Existing structure, if any</b>	Approved Drawings Foundation Level Existing Road Level Distance from pucca structure so that it is clear that pucca structure is not getting affected
<b>Existing Cross Sections (at proposed RD, 100 ft U/s &amp; D/s and 250 ft U/s &amp; D/s)</b>	Existing Bed Width Existing Bed level NSL (Left and Right) Observed HFL and date of observation